

**2001 Newsletters Index
Personnel Issues & You
Issues 1-12, 2002**

<u>Issue</u>	<u>Date</u>	<u>Subject</u>
02-01	January 1	<ul style="list-style-type: none"> • Payroll and Document Direct Classes Now Available • Monthly Payroll Schedules for 2002 • 2001 Newsletter Index
02-02	February 1	<ul style="list-style-type: none"> • Local Tax Updates • Commonwealth Choice • Update on the Employee Self Service System • Salaries for Re-entrance to State Employment • Health Insurance Grievance Committee • EFT Creation and Run Dates • Dependent Day Care Change in Status Form • Healthcare Spending Account Change in Status Form
02-03	March 1	<ul style="list-style-type: none"> • Returning Retirees Authorization Form • Payroll Requests Must be in Writing • Revised Direct Deposit Form • Welcome to Our Web Site • Annual Leave Award FAQs • Local Tax Updates • February Payroll Council Meeting • Commonwealth Communiqué Delivery Schedule
02-04	April 1	<ul style="list-style-type: none"> • Payroll Schedule Revised • Empower Program Being Tested • New Nature of Action Codes • Welcome to Our Web Site – Regulations • March Payroll Council Meeting • Payroll Schedule - December
02-05	May 1	<ul style="list-style-type: none"> • Verification of Credentials • Performance Evaluation Annual Leave Awards • April Payroll Council Meeting • Welcome to Our Web Site – K.E.A.P. • Update on Payroll Reports Available • Classification and Compensation Assignments
02-06	June 1	<ul style="list-style-type: none"> • “Special” Open Enrollment Period • Incompatible Nature of Action Codes • May Payroll Council Meeting • Picture I.D. Required for Testing • Welcome to Our Web Site – Personnel Processing Manual • Notification of Valid Picture ID Requirement Form
02-07	July 1	<ul style="list-style-type: none"> • Zero Percent Local Tax Codes • Class & Comp Personnel Changes • New Web Site Address and Look • House Bill 846 • Tax Code Change • Timesheet Dilemma

02-08	August 1	<ul style="list-style-type: none"> • Locked Out of PTL? • New Salary Schedule Available • Local Tax Update • OPEHI Announces Plan Year 2003 Coordinator Training • Benefit Fair Locations Announced • July 1, 2002 Salary Schedule
02-09	September 1	<ul style="list-style-type: none"> • OPEHI – Open Enrollment News • Distribution Schedule • OPEHI Forms Update • Benefit Fair Schedule Revision • Health Insurance Application Revision • State Employee Contribution • COBRA – Aetna US Healthcare • Contiguous County Legislation
02-10	October 1	<ul style="list-style-type: none"> • Early Release of New Employee Paychecks • Block 50 Ineligible List • Separation From Initial Probation • Number 2 Screen in Payroll CICS • September Payroll Council Meeting • Open Enrollment • Classes and Agencies Not Eligible for Block 50 Payments
02-11	November 1	<ul style="list-style-type: none"> • Special Investigative Leave • Request for Refund on Payroll • W-2 Training • W-2 Schedule • KECC Payroll Deductions • Employee Addresses on UPPS
02-12	December 1	<ul style="list-style-type: none"> • New Dental Rates for 2003 • Entering KECC Employee Contributions • Deferred Comp Calculations • Retention of Applications and Supporting Information